

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-051 Issue Date: 05-16-12 Closing Date: 05-22-12

**Computer Lab Assistant
Yakama Nation Library
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular**

Responsible to provide technical assistance to computer system users who enter the Yakama Nation Library. Works with all the Yakama Nation departments and general public in assisting them to use the computer center for educational, employment, training, and small business information. Will provide assistance to instructors and volunteers, as needed.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, Power Point, and Access.
- Knowledge in web browsers and using the internet.
- Knowledge of troubleshooting in order to regularly maintain computers in good working conditions.
- Ability to provide training on general use of computers, Internet, Microsoft software and business applications.
- Ability to interact and train youth, adults, and elderly.
- Ability to plan, organize, and prioritize tasks and work assignments.
- Ability to keep up to date with ongoing changes of computer software.
- Ability to exercise independent initiative and judgment.
- Ability to handle inquiries, problems, and complaints tactfully, courteously, and effectively.
- Ability to establish and maintain effective working relationships with co-workers, YN employees, private officials, and general public.
- Ability to apply active listening techniques to obtain complete and accurate information.
- Ability to communicate effectively, orally and in writing.
- Ability to work closely with all Library staff to ensure a positive work environment.

General Recruiting Indicators:

- Minimum of a high school diploma and some experience working in an organized setting where computers were used to reinforce instruction. Experience working with educational curriculum/software is preferred.
- Required to pass a pre-employment drug and alcohol test

Special Requirements:

- Required to successfully pass a background check.
- Position is subject to adjusted work schedule, which may include weekends.